

Regular Meeting

March 25, 2002
8:30 a.m.

The regular meeting of the Municipal Civil Service Commission convened on Monday, March 25, 2002, at 8:30 a.m. with Priscilla Tyson, Grady Pettigrew and Elliot Fishman present.

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RE: *Introduction of Commissioner Elliot T. Fishman.*

President Tyson introduced Commission Elliot T. Fishman.

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RE: *Review and approval of the February 25, 2002, Regular Commission Meeting minutes.*

The minutes were approved as written.

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RE: *Review and approval of the March 7, 2002, Special Commission Meeting minutes.*

The minutes were approved as written.

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RE: *Review of the results of the pre-hearing conference for the following appeal:*

*a. Bruce A. Cannon vs. Columbus Public Schools, Appeal No. 02-BA-0002.
Intervention Aide – Discharge – hearing scheduled for April 15, 2002.*

PRESENT: Theresa Lynn Carter, Deputy Executive Director

Lynn Carter appeared before the Commissioners and reported the results of a pre-hearing conference held March 20, 2002.

Bruce A. Cannon – Bus Driver, Columbus Public Schools, discharged for verbal and physical abuse of a special education student. Larry Braverman will represent the School Board and Thomas Drabick will represent the appellant. Both parties expect to call numerous witnesses due to the nature of this appeal involving a student and Ms. Carter recommended that the Commission allow all the witnesses to be subpoenaed. Mr. Braverman and Mr. Drabick both anticipate their portion of this trial board should last four hours.

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RE: *Rule Revisions.*

No Rule revisions submitted this month.

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RE: *Trial Board Recommendations.*

No trial board recommendations submitted this month.

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RE: *Request of the Columbus Public Schools to create the classification specification for the Procurement Specialist, assign a probationary period of 360 days and designate the examination type as noncompetitive.*

Request of the Columbus Public Schools to create the classification specification for Procurement Supervisor, assign a probationary period of 360 days and designate the examination type as noncompetitive.

PRESENT: Robert Smallwood, Columbus Public Schools

Columbus Public Schools requested the Commission approve the creation of a new classifications for Procurement Supervisor and Procurement Specialist. These classes would be responsible for conducting the public contracting and purchasing professional duties for the Columbus Public schools. In addition, incumbents in these classifications would assist the Director of Purchasing, Warehouse and Printing in the management of purchasing, warehousing and disposal operations. It was requested that both classifications be designated as noncompetitive and have a 360 day probationary period assigned.

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RE: *Request of the Civil Service Commission staff to approve the specification review for the classification Water Maintenance Worker with no revisions (Class Code 4039).*

PRESENT: Ronald Jenkins, Personnel Analyst I

Ronald Jenkins presented the Commission's request to approve the specification review for Water Maintenance Worker with no revisions. In accordance with Civil Service Commission policy, any classification that not been reviewed during the past five years shall be reviewed and revised if needed. This classification was last reviewed in October of 1999. There are currently eighteen incumbents in this classification.

Based on information received from the department, no proposed revisions are needed at this time. It was therefore recommended that the review of this classification be approved with no changes.

A motion to approve the request was made, seconded, and passed unanimously.

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RE: *Request of the Civil Service Commission staff to revise the specification for the classification Cable Worker Supervisor I (Class Code 3557).*

PRESENT: Ronald L. Jenkins, Personnel Analyst I

Ronald L. Jenkins presented the Commission's request to review this specification as part of the Commission's objective to ensure all supervisor classifications with the City of Columbus are accurate and up-to-date. Cable Worker Supervisor I was last updated in September of 2001. There are currently eight incumbents in this classification.

A revision to the definition was recommended to more accurately describe the supervisory duties and responsibilities assigned to and performed by incumbents in this classification. Revisions to the examples of work were requested to more accurately reflect the duties performed by incumbents and to eliminate redundancies. No revisions to the minimum qualifications, knowledge, skills and abilities, probationary period or examination type were recommended.

A motion to approve the request was made, seconded, and passed unanimously.

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RE: *Request of the Civil Service Commission staff to revise the specification for the classification Power Line Worker Supervisor I (Class Code 3568).*

PRESENT: Ronald L. Jenkins, Personnel Analyst I

Ronald L. Jenkins presented the Commission's request to review this specification as part of the Commission's objective to ensure all supervisor classifications with the City of Columbus are accurate and up-to-date. Power Line Worker Supervisor I was last updated in September of 1999. There are currently six incumbents in this classification.

A revision to the definition was recommended to more accurately describe the supervisory duties and responsibilities assigned to and performed by incumbents in this classification. Revisions to the examples of work were requested to more accurately reflect the duties performed by incumbents and to eliminate redundancies. Revisions to the minimum qualifications were recommended to eliminate license certifications that are no longer required by this classification. No revisions to the knowledge, skills and abilities, probationary period or examination type were recommended.

A motion to approve the request was made, seconded, and passed unanimously.

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RE: *Request of the Civil Service Commission staff to revise the specification for the classification Medical Technologist Supervisor (Class Code 1959).*

PRESENT: Ronald L. Jenkins, Personnel Analyst I

Ronald L. Jenkins presented the Commission's request to review this specification as part of the Commission's objective to ensure all supervisor classifications with the City of Columbus are accurate and up-to-date. Medical Technologist Supervisor was last updated in January of 2000 and there is currently one incumbent in this classification.

A revision to the definition was recommended to more accurately describe the supervisory duties and responsibilities assigned to and performed by an incumbent in this classification. Revisions to the examples of work were requested to more accurately reflect the duties performed by incumbents and to eliminate redundancies. A revision to the minimum qualifications was recommended to ensure that incumbents in this classification are properly certified to perform the level of work required by the city of Columbus and to maintain consistency within the progression of the series. No revisions to the knowledge, skills and abilities, probationary period or examination type were recommended.

A motion to approve the request was made, seconded, and passed unanimously.

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RE: *Request of the Civil Service Commission staff to revise the specification for the classification Building Maintenance Supervisor I (Class Code 3495).*

PRESENT: Ronald Jenkins, Personnel Analyst I

Ronald L. Jenkins presented the Commission's request to review this specification as part of the Commission's objective to ensure all supervisor classifications with the City of Columbus are accurate and up-to-date. Building Maintenance Supervisor I was last updated in September of 1999. There are currently twelve incumbents in this classification.

A revision to the definition was recommended to more accurately describe the supervisory duties and responsibilities assigned to and performed by incumbents in this classification. Revisions to the examples of work were requested to more accurately reflect the duties performed by incumbents and to eliminate redundancies. No revisions to the minimum qualifications, knowledge, skills and abilities, probationary period or examination type were recommended.

A motion to approve the request was made, seconded, and passed unanimously.

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RE: *Request of the Civil Service Commission staff to abolish the specification for the classification Community Training Specialist and amend Rule XI accordingly (Class Code 2046).*

PRESENT: Tammy Rollins, Personnel Administrative Officer

Tammy Rollins presented the Commission's request to abolish the specification for the classification Community Training Specialist. This classification was created in May of 1996 pursuant to a request from the Development Department. However, to date, neither salary nor bargaining unit has been assigned and no positions were ever allocated to this classification. The program for which this classification was created never materialized and therefore, it was recommended that the Community Training Specialist be abolished.

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RE: *Request of the Civil Service Commission to create the specification for the classification Senior Project Manager, assign a probationary period of 365 days, designate the examination type as noncompetitive and amend Rule XI accordingly.*

PRESENT: Tammy Rollins, Personnel Administrative Officer

Tamira M. Rollins presented this request from the Department of Technology for a classification that would permit supervision of project management staff. Currently five positions are allocated to the Project Manager classification working out of the Director's Office. Although it was intended that these

positions would report to the department director, it has proven unreasonable to expect a department director to be able to effectively supervise the number of project management positions combined with responsibilities for providing direction and vision for the entire department. It was therefore requested that a classification be created that would be dedicated to, and accountable for, the direction of the project management staff.

By proposed definition, the Senior Project Manager would be responsible for “the oversight and direction of project management staff engaged in researching, designing, and managing citywide information technology projects. The examples of work section were developed to support the definition and be representative of the work to be performed by the Senior Project Manager. A guidelines for class use was proposed that would clearly identify this classification as a single position class restricted to the Department of Technology. The minimum qualifications were written to require an additional two years of project management experience as compared to the current Project Manger class. The knowledge, skills and abilities section wax developed to reflect those knowledge, skills, and abilities necessary for successful performance as a Senior Project Manager. It was recommended that the probationary period be assigned 365 days and that the examination type be designated noncompetitive.

A motion to approve the request was made, seconded, and passed unanimously.

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RE: *Request of the Civil Service Commission to revise the specification for the classification Traffic Maintenance Assistant Manager (Class Code 4028).*

PRESENT: Tammy Rollins, Personnel Administrative Officer

Tammy Rollins presented the Commission’s request to revise the specification for the classification Traffic Maintenance Assistant Manager as part of the ongoing effort to update all classifications at least every five years. This specification was last reviewed in August of 1996. There is currently one incumbent in this classification.

The definition was modified slightly to read, “is responsible for directing employees supervising the installation and maintenance of traffic lines and signals and for assisting in the planning and coordination of work projects for the Traffic Maintenance section in the Division of Transportation.” The examples of work section was revised to delete reference to the task relating to response and involvement with the emergency response team and the role of this class as more oversight versus actual performance, in regards to locating and marking underground traffic utilities. The only revisions to the minimum qualification were formatting in nature and there were no proposed revisions to the knowledge, skills and abilities, probationary period and examination type.

A motion to approve the request was made, seconded, and passed unanimously.

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RE: *Request of the Civil Service Commission to revise the specification for the classification Traffic Maintenance Manager (Class Code 4032).*

PRESENT: Tammy Rollins, Personnel Administrative Officer

Tammy Rollins presented the Commission’s request to revise the specification for the classification Traffic Maintenance Manager as part of the ongoing effort to update all classifications at least every five years. This specification was last reviewed in August of 1996. There is currently one incumbent in this classification.

The definition was modified slightly to reflect that this classification is responsible for managing the traffic maintenance section in the Division of Transportation. The examples of work section was revised to add a task statement regarding responding to emergencies with the emergency response team and that this classification may coordinate employees assisting in snow removal efforts. There were no revisions recommended to the minimum qualifications, knowledge, skills and abilities, probationary period or examination type.

A motion to approve the request was made, seconded, and passed unanimously.

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RE: *Request of the Civil Service Commission to create the specification for the classification Financial Management Administrator, assign a probationary period of 365 days, designate the examination type as noncompetitive and amend Rule XI accordingly.*

PRESENT: Tammy Rollins, Personnel Administrative Officer

Tammy Rollins presented this request to create the classification Financial Management Administrator from the Department of Finance to support the reorganization of his department to recognize the financial management function as being separate from the procurement function. Both functions would perform very much like a division without the formal recognition and distinction. The financial management section would encompass the budgeting, grants and debt management, and other financial management related matters. The proposed Financial Management Administrator would direct the City's financial management activities and would be comparable to the Procurement Manager classification that has roughly the same responsibility but for the City's procurement function.

A guidelines for class use was assigned to this proposed classification to ensure that this is a single position classification to be used only by the Department of Finance. The minimum qualifications require possession of a bachelor's degree and seven years of professional experience in accounting, finance, budget development, business or public administration or other closely related field. A master's degree could be substituted for one year of the required experience.

A motion to approve the request was made, seconded, and passed unanimously.

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RE: *Request of the Civil Service Commission staff to create the specification for the classification Database Administrator, assign a probationary period of 365 days, designate the examination type as noncompetitive and amend Rule XI accordingly.*

Request of the Civil Service Commission staff to reallocate designated positions in the current Senior Programmer Analyst classification (Class Code 0581) to the proposed Database Administrator classification and allow all affected incumbents in these positions being reallocated to retain their current classification status and seniority.

PRESENT: Barbara Crawford, Personnel Analyst II

Barbara E. Crawford presented the Commission's request to create the classification Database Administrator responsible for design and maintenance of multiple databases and their related functions, under the authority of the Department of Technology (DoT). It was recommended that the definition read: Under general direction, is responsible for maintaining one or more databases, designing and implementing new database systems, and modifying existing ones to optimize performance, security, and integrity using a variety of contemporary products. The examples of work were written to include the responsibility for a multitude of duties from developing new databases, planning backup and recovery procedures, maintaining current databases to enrolling users. The minimum qualifications include possession of a bachelor's degree with significant coursework in computer science, systems analysis, engineering, mathematics or a closely related field and three years experience in enterprise database management. Specific professional certification may substitute for the bachelor's degree. The knowledge, skills and abilities included basic technical skills and knowledge, skills and abilities specific to database administration. It was recommended that Database Administrator be designated as a noncompetitive examination type and that a 365-day probationary period be assigned.

It was further requested that two positions (47-01-00291 and 47-01-00239) in the Senior Programmer Analyst classification (Class Code 0581) be reallocated to the proposed Database Administrator classification and that the two incumbents retain their current classification status and seniority.

A motion to approve the request was made, seconded, and passed unanimously.

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RE: *Request of the Civil Service Commission staff to create the specification for the classification Information Technology Security Officer, assign a probationary period of 365 days, designate the examination type as noncompetitive and amend Rule XI accordingly.*

PRESENT: Barbara Crawford, Personnel Analyst II

Barbara E. Crawford, Personnel Analyst II, presented the Commission's request to create the classification Information Technology Security Officer. With the recent consolidation the Department of Technology (DoT) is responsible for providing security and disaster recovery management for the information systems under the authority of DoT. The Information Technology Security Officer will be responsible for ensuring that these responsibilities are defined and policies and procedures for fulfillment are implemented and managed. Examples of work were identified and a guidelines for class use was included to ensure this is a single position classification to be used exclusively in the Department of Technology. The minimum qualifications call for a bachelor's degree with significant coursework in computer science, management information systems, mathematics, engineering or a closely related field and five years of IT security experience. A CISSP certificate may be substituted for one year of the security experience. The knowledge, skills and abilities were identified and it was recommended that the probationary period be for 365 days and that the examination type be designated as noncompetitive.

A motion to approve the request was made, seconded, and passed unanimously.

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RE: *Request of the Civil Service Commission staff to revise the specification for the classification Construction Material Analysis Coordinator (Class Code 1024).*

PRESENT: Jeanne Gallagher, Personnel Analyst I

Jeanne Gallagher presented the Commission's request to revise the specification for the classification Construction Material Analysis Coordinator as part of the Commission's effort to keep all classifications current and up-to-date and to eliminate references to a division that no longer exists in the Public Service's organizational structure.

Revisions to the definition were recommended to more accurately reflect the specific duties of the Construction Material Analysis coordinate. Revisions to the examples of work were recommended to better clarify the duties performed by the Construction Material Analysis Coordinator. It was recommended that the number of years experience that can be substituted for the National Institute for the Certification of Engineering Technicians Level II certificate be increased to two years. It was further recommended that the allowable substitution of a bachelor's degree be expanded to include related fields and that the allowable substitute for an associate's degree be eliminated. Revisions to the knowledge, skills and abilities were recommended to more accurately define the skills needed to perform the tasks at a supervisory level. No revisions to the probationary period or examination type were recommended.

A motion to approve the request was made, seconded, and passed unanimously.

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RE: *Request of the Civil Service Commission staff to revise the specification for the classification Plant Maintenance Electrician Supervisor, retitle it to read Plant Maintenance Electrician II and amend Rule XI accordingly (Class Code 3800).*

PRESENT: Jeanne Gallagher, Personnel Analyst I

Jeanne Gallagher presented this request as a result of a position compliance review and subsequent audit. During the audit it was determined that two of the six incumbents did not meet the supervisory requirements of the position. However, because the duties performed by the six incumbents were clearly that of a higher level than those performed by a Plant Maintenance Electrician, the staff recommended that this classification be retitled to allow for higher-level duties in the absence of supervisory responsibilities.

It was recommended that the definition be revised to indicate that some incumbents may perform complex duties that reflect a higher level of responsibility but do not necessarily supervise. Revisions to the examples of work were recommended to clarify the level of responsibility of work activities. No revisions to the minimum qualifications, knowledge, skills and abilities, probationary period or examination type were recommended.

A motion to approve the request was made, seconded, and passed unanimously.

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RE: *Request of the Civil Service Commission staff to revise the specification for the classification Building Inspector I (Class Code 1768).*

PRESENT: Jeanne Gallagher

Jeanne Gallagher presented the Commission's request to revise the specification for the classification Building Inspector I as part of the Commission's effort to keep all classifications current and up-to-date. Building Inspector I was created in 1963 and last reviewed in October 1998. There are twenty-one incumbents assigned to this classification.

No revisions to the definition were recommended. Revisions to the examples of work were recommended to more accurately reflect the specific duties of the Building Inspector I. One revision to the minimum qualifications was made to more accurately define the certification necessary for performance of the tasks. Revisions to the knowledge, skills and abilities were recommended to more accurately define the level of skill necessary for performance of the tasks. No revisions to the probationary period or the examination type were recommended.

A motion to approve the request was made, seconded, and passed unanimously.

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RE: *Request of the Civil Service Commission staff to revise the specification for the classification Building Inspection Supervisor (Class Code 1770).*

PRESENT: Jeanne Gallagher, Personnel Analyst I

Jeanne Gallagher presented the Commission's request to revise the specification for the classification Building Inspection Supervisor as part of the Commission's effort to keep all classifications current and up-to-date. Building Inspection Supervisor was created in 1998. There are four incumbents assigned to this classification.

No revisions to the definition, examples of work or minimum qualifications were recommended. Revisions to the knowledge, skills and abilities were recommended to more accurately define the level of skill necessary for performance of the tasks. No revisions to the probationary period or examination type were recommended.

A motion to approve the request was made, seconded, and passed unanimously.

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RE: *Request of the Civil Service Commission staff to revise the specification for the classification Building Inspection Specialist (Class Code 1773).*

PRESENT: Jeannie Gallagher, Personnel Analyst II

Jeanne Gallagher presented the Commission's request to revise the specification for the classification Building Inspection Specialist as part of the Commission's effort to keep all classifications current and up-to-date. Building Inspection Specialist was created in 1998. There is one incumbent assigned to this classification.

No revisions to the definition were recommended. Revisions to the examples of work were recommended to more accurately reflect the specific duties of the Building Inspection Specialist. No revisions to the minimum qualifications were recommended. Changes to the knowledge, skills and abilities were recommended to more accurately define the level of skill necessary fore performance of the tasks. No revisions to the probationary period or examination type were recommended.

A motion to approve the request was made, seconded, and passed unanimously.

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RE: *Request of the Civil Service Commission staff to revise the specification for the classification Building Inspection Manager (Class Code 1771).*

PRESENT: Jeannie Gallagher, Personnel Analyst I

Jeanne Gallagher presented the Commission's request to revise the specification for the classification Building Inspection Manager as part of the Commission's effort to keep all classifications current and up-to-date. Building Inspection Manager was created in 1998. There is one incumbent assigned to this classification.

No revisions to the definition were recommended. Revisions to the examples of work were recommended to more accurately reflect the duties of the Building Inspection Manager. A revision to the guidelines for class use was recommended to reflect that the Department of Trade and Development was reorganized in 2001 into the Department of Development. No revisions to the minimum qualifications were recommended. Changes to the knowledge, skills and abilities were recommended to more accurately define the level of skill necessary fore performance of the tasks. No revisions to the probationary period or examination type were recommended.

A motion to approve the request was made, seconded, and passed unanimously.

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RE: *Request of the Civil Service Commission staff to revise the specification for the classification Police Deputy Chief (Class Code 3062).*

PRESENT: Richard Cherry, Personnel Analyst II

Richard D. Cherry presented the Commission’s request to revise the specification for the classification Police Deputy Chief due to language in the current contract which adds an educational requirement to the minimum qualifications required for candidates to take the promotional examination for the rank of deputy chief.

The current minimum qualifications for Police Deputy Chief are one year of continuous accredited service as a permanent appointee in the class of Police Commander immediately prior to the date of the examination and possession of a valid motor vehicle operator’s license. The current contract (December 11, 1999 – December 8, 2002) includes a requirement of 60 semester or 90 quarter hours of college credit as an additional prerequisite for eligibility to take the promotional exam in the years 2001 through 2004. This requirement is reflective of the parties’ awareness of the complexity of the demands placed upon a Police Deputy Chief and the recognition that this level of education is necessary in order to meet those demands.

The proposed addition of this education requirement was contained in the previous FOP contract (December 15, 1996 – December 11, 1999). This provided incumbent Police Commanders ample time to complete the college courses and have sufficient credit hours earned to meet this new minimum qualification. Additionally, the proposed specification includes a change scheduled to occur is 2005, the requirement of a baccalaureate degree.

A motion to approve the request was made, seconded, and passed unanimously.

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RE: *Residency Hearing Reviews.*

No residency hearing reviews were submitted this month.

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RE: *Personnel Actions.*

No personnel actions were submitted this month.

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RE: *Background Administrative/Jurisdictional Reviews*

Police Officer Applicants	
Removed During The Prescreening Process	
Nickolas A. Barker	Traffic (E.5)
Donald Horton, Jr.	Traffic (E.5)
Robert Rutledge	Employment (C.3)
Roxanna Thomas	Employment (C.3)

The Commissioners reviewed the files of four police officer applicants for an administrative review of the decision of the Executive Director to reject their applications due to a violation of the background standards for police officers during the pre-screening process.

After reviewing Nicholas A. Barker's file, the Commissioners decided his application would be accepted and that he would be permitted to take the police officer examination. After reviewing the files of Donald Horton, Jr., Robert Rutledge and Roxanna Thomas, the Commissioners decided their applications would not be accepted and they would not be permitted to take the police officer examination.

Background Administrative Reviews		
February 28, 2002		
Tiffany R. Erwin	Police Officer	02-BR-001
Alexander P. Hillman	Police Officer	02-BR-002
Jay L. Graham	Police Officer	02-BR-003
Jason E. Boyd	Police Officer	02-BR-004
Jason P. Poe	Police Officer	02-BR-005
Russell W. Carroll II	Police Officer	02-BR-006
Joshua D. Dewitt	Police Officer	02-BR-007

After reviewing Jason E. Boyd's file, the Commissioners decided his name would be reinstated to the police officer eligible list. After reviewing the files of Tiffany R. Erwin, Alexander P. Hillman, Jay L. Graham, Jason P. Poe, Russell W. Carroll II, and Joshua D. Dewitt, the Commissioners decided their names would not be reinstated to the police officer eligible list.

Background Administrative Reviews		
February 28, 2002		
Clifford R. Porter	Police Communication Technician	02-BR-008
Huda Arabi	Police Communication Technician	02-BR-009
Frieda J. Ng	Police Communication Technician	02-BR-010
Linda S. Moore	Police Communication Technician	02-BR-011
Patrick D. French	Police Communication Technician	02-BR-012

After reviewing Frieda J. Ng's file, the Commissioners decided her names would be reinstated to the police communication technician's eligible list. After reviewing the files for Clifford R. Porter, Huda Arabi, Linda S. Moore and Patrick D. French, the Commissioners decided their names would not be reinstated to the police communication technician's eligible list.

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The Commission adjourned its meeting at 9:42 a.m.

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Priscilla R. Tyson, Commission President	April 29, 2002 Date